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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

May 5, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 19

Supplement A

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Approval and Signature of General Correspondence

Given below are regulations concerning the approval and signature for all telegrams, letters and memoranda prepared in this Branch. As most of these regulations are already in effect, the essential purpose of this memorandum is to further define and correlate such instructions.

(a) For the Signature of the Secretary, or Staff

Incoming correspondence, reply to which should be for the signature of the Secretary of Agriculture may be recognized, ordinarily, by the Pink Cover Jacket (Form P & O-38). Any correspondence for the signature of the Secretary, not in reply to an incoming letter covered by a "Pink Jacket", should be covered by a Green Jacket (Form AD-114). Full instructions for preparing this type of correspondence are contained in the Departmental Style Manual. Each letter must be initialed on the yellow copy by: (1) the Section Chief, (2) the Division Chief, (3) the Assistant Branch Chief, and (4) the Branch Chief, before despatch from the Branch. A maximum of three (3) days, from time of entry, is allowed for clearance from the Administration, therefore the most expeditious treatment is required in all instances.

(b) For the Signature of the Administrator, or Staff

Instructions for the preparation, handling and approval of correspondence for the signature of the Administrator are the same as those for the Secretary's correspondence with these exceptions:

1. The incoming will be covered by a yellow colored jacket (Form P & O-78).
2. Complimentary close shall include the title Administrator in place of Secretary typed ten spaces to the right for insertion of "Associate" or "Acting" if necessary. (NOTE: Blue Seal stationery, with the heading War Food Administration typed in, will be used until proper letterhead can be provided.)
3. Routing and initialing will be the same as given above for the Secretary's correspondence.

(c) For the Signature of the Director, or Staff

Outgoing correspondence which should be prepared for the signature of the Director is, briefly, as follows: (1) All Congressional mail (2) to other Departments or Agencies of the United States Government, (3) to Governors of States, (4) to other Bureaus, the Solicitor, the Administrator, or the Office of the Secretary of Agriculture, (5) issuance of information regarding commodities, functions and war aims or policies of the Administration, the sole responsibility for which has not been clearly delegated to this Branch, (6) letters to the various Food Missions.

With exception of item (6) most of the incoming correspondence relating to the above may be recognized by the Green Cover Jacket (Form ASD-20). The maximum time limit for reply is three (3) days. Routing and initialing shall be the same as given above for Secretary's correspondence.

(d) For the Signature of the Branch Chief

The correspondence described below will be prepared for the signature of the Branch Chief.

1. All memoranda addressed to the Director, any members of his staff of the Chiefs of any of the other Branches or Divisions on the Branch level.
2. All correspondence establishing or defining any course or plan of action relating to the operation of the Branch, specific responsibility for which has not been vested in a particular representative of the Branch.
3. Correspondence emanating from the Branch involving the work of more than one division.
4. All Branch procedural instructions other than those involving the internal operation of a single Division.
5. Any other correspondence of a controversial nature or considered to be of sufficient importance by one of the Division Chiefs.
6. All memoranda to Regional Administrators.
7. All correspondence concerning personnel matters.

(e) For the Signature of the Division Chief or delegated Representative

Each of the Division Chiefs shall sign, or delegate the authority to sign, such correspondence as is necessary in the interest of the efficient operation of his particular Division. This Authority is limited by instructions contained in previous paragraphs of this memorandum. All delegations of authority by the division chief shall be specific and must be approved by the Branch Chief.

Types of correspondence covered by this authorization are:

1. Correspondence relative to the administration of a Food Order. (Order Administrator may sign within limits prescribed in Director's Memorandum No. 42)
2. Correspondence pertaining to Food Industry Advisory Committee. (Government Chairman may sign within limits prescribed by Director's Memorandum No. 43, Special Commodities Branch Memorandum No. 15.)



3. Correspondence relating to liaison functions (officially designated representatives of the Branch may sign within the limits of their authorization).
4. Correspondence pertaining to the administration of Order M-63 (Chief of imports Section shall sign, within the limits prescribed by Director's Memorandum No. 15, Supplement 4.
5. Correspondence to organizational units of other Branches or divisions on the Branch level. (Division Chief may, within the limits prescribed above, sign memoranda addressed to heads of units on the same or lower organizational level. Such memoranda should be addressed to the Branch or Division Chief, attention of the individual concerned.)
6. All correspondence pertaining to a change, an anticipated change, or correspondence which may be construed by the vendor as a change in the terms of a contract as originally executed, may be signed by division chiefs but must be cleared by the Chief of the Announcements and Contract Section before despatch.
7. Correspondence relative to normal procurement operations. (Division Chief or designee may sign correspondence, with vendors and others, pertaining to information on such current activities as, supply, purchases, specifications, inspections and application of priorities, not restricted in previous portions of this memorandum.)

Examples of the proper signature for this type of correspondence are:

For letters and memoranda:

John Doe  
Chief, Coffee Section  
Special Commodities Branch

For telegrams:

John Doe  
Special Commodities Branch  
Food Distribution Administration  
(Except in instances where it is considered absolutely necessary to show the name of the section or division)



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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

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July 9, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 19

Supplement A (Revision 1)

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Approval and Signature of General Correspondence

Item two (2) paragraph (c) of Special Commodities Branch Memorandum No. 19, Supplement A, states that correspondence addressed to other Departments or Agencies of the U. S. Government must be prepared for the signature of the Director. In accordance with Director's Memorandum No. 34, Supplement 1, dated July 5, the above instructions are superseded as follows:

"Effective immediately, branch chiefs, and chiefs of the service divisions\* are authorized to sign, over their own titles, inter-departmental or inter-agency correspondence with organizational units on a comparable level when such correspondence concerns routine operations and does not involve either policy determination or policy interpretation."

Item one (1) paragraph (e) states "correspondence relative to the administration of a Food Order (Order Administrator may sign within the limits prescribed in Director's Memorandum No. 42)." This is extended to include the signing of correspondence on certain subjects, pertaining to the administration of an Order, which will be specified in an individual authorization from the Director to the Order Administrator. Such correspondence will be forwarded to the Office of the Chief of the Branch for approval, before dispatch.

*H. C. Albin*

\* Personnel Division, Administrative Services Division, etc--  
NOT a division of the Special Commodities Branch.





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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

L. H. C. V. W.  
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July 31, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 19

Supplement A (Revision 2)

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Correspondence with Regional Offices

In order that those activities of the Branch, which have recently been regionalized, may be handled more expeditiously, the instructions contained in Supplement A of this series are amended to include the following paragraph;

The Chief of a division, or his designee, may sign memoranda addressed to any of the regional offices, on subjects relating to the daily activity of the division. Such correspondence will be with persons on the same or lower organizational level and should be addressed to the Regional Director, attention of the person concerned.

*H. C. Albin*

